

The Selectmen's meeting was called to order at 6:05 pm in the basement meeting room at the Fremont Town Hall. Present were Selectmen Annmarie Scribner, Brett Hunter, and Greta St Germain; Town Administrator Heidi Carlson. All rose for the Pledge of Allegiance.

OLD BUSINESS

1. Carlson presented an updated Safety Program for the Board to give final approval. This includes updates from educational sessions attended in September by staff, as well as things learned from the NH Department of Labor and the Town's Worker's Compensation Insurance Carrier. Motion was made by Hunter and seconded by St Germain to approve the revised Safety Program and associated Appendices (list to follow). This vote was approved 3-0. The Board discussed that this continues to be a work-in-progress and as new policies are designed, or current ones are updated (relative to use of equipment and tools); that they will be added. Department Heads and employees will all be given copies and asked to review, and offer input to any potential future updates.

2. Selectmen reviewed the minutes for 08 November 2012. Hunter moved to approve them as written. Scribner seconded. The vote was approved 2-0-1 with St Germain abstaining.

3. Selectmen discussed Chief Butler's phone reimbursement request from last week. St Germain discussed an updated job description being completed and completing Chief Butler's review.

Carlson was asked to email the current Fire Chief job description out to the Selectmen. Copies of Chief Butler's submission (job goals and such) from the 2009 budget process was circulated (paper copy) this evening for all to review again. The Board scheduled a work session for November 29th and will work on the performance evaluation and job description at that time.

Selectmen reviewed the Points and Length of Service and Awards Program (LOSAP) payouts that have been submitted for the 2012 points year. There was discussion about the program and how it ended up this year in terms of the budget. LOSAP did come in under budget.

Upon reviewing the Points program, and in response to audit findings and appropriate IRS practices, the Board decided that the practice of allowing Charles Kimball to have his check written to him and the Fremont Fire Association could not be allowed to continue. If Kimball wishes to have his wages processed, he must complete and submit the appropriate Town paperwork (including IRS forms). A letter will be drafted for Board signature at the next meeting.

Selectmen discussed the proposed meeting time of 4:00 pm next week. Members will just meet to sign the payroll and accounts payable manifests and review bills submitted to date.

At 7:20 pm Mike Rydeen came in to the Board's meeting to discuss Elections follow-up. He went over some notes for the day to include that he would like a contact list for all of the election workers. Carlson will put this together for distribution. Rydeen suggested that Carlson contact Carolyn Carr for Bobbi Stevens and Marlyn Bernier's email addresses.

He said that the Supervisors of the Checklist were non-stop all day, having done 313 new (same day) registrants. He said this puts Fremont over the 3,000 mark on the checklist, leading us to need additional voting booths for the 2016 general election. He said for general elections it is one booth per 100 registered voters.

With the new registrants, Fremont saw 81% voter turnout for the November 2012 General Election. He said that the Voter ID provisions went well.

Rydeen will look into having a training session for all of the elections workers. Rydeen will contact the Secretary of State and LGC about doing such a training. He wanted everyone to have access to the same information to be able to even better refine the process and ensure that everyone did everything the same way.

Rydeen reported that the NH Attorney General's Office sent a representative to the polls, and that inspection also went well. There was only one form (the new short form for voter registration) that was missing, and it was explained that had never been sent to the Town. Selectmen asked Carlson to remind the Town Clerk about obtaining the newly revised form.

Rydeen asked about a candidates forum for town and school elections as there are many open positions. There was some discussion about the upcoming election season. Selectmen were supportive of a candidates forum.

Rydeen left the meeting at 7:40 pm. Richard Butler came in to the meeting at this time to drop off a couple additional bills for review.

St Germain moved to approve the accounts payable manifest \$31,285.25 for the current week dated 16 November 2012. Hunter seconded and the vote was approved 3-0.

In follow-up to a question from last week, the Board reviewed the policy for town signatories at Radio Grove Hardware. They asked that this process be updated and the number of signatories limited. They asked to see the list of authorized signatories at Ben Franklin as well.

OLD BUSINESS CONTINUED

4. Selectmen reviewed an updated camera order for the Fremont Police Department. The total order is under \$500.00. Selectmen approved use of the Town credit card for the purchase on line from Walmart.
5. Insurance claim money has been received from Met Life for the cruiser damage. The vehicle was being fixed, and will be paid from the insurance reimbursement.
6. The Board scheduled a work session for Thursday November 29, 2012 and will address the remaining personnel reviews and job description updates.

NEW BUSINESS

1. Selectmen reviewed the folder of incoming correspondence and bills for payment. There was considerable discussion about the invoices from Ralph Mahoney & Sons. After discussion and questions that the Board could not answer, a call was placed to the Road Agent's cell phone at 7:55 pm.

Road Agent Mark Pitkin explained that two contracted trucks were upgraded this year by their owners, so in order to get the Town plows and sanders and lights set up, there was considerable work to be done to the vehicles. Pitkin discussed the plow, sander and light setup; and indicated that with truck #2, there were additional lights and hydraulic hoses that were needed. Pitkin clarified in response to questions that any lights that are purchased by the Town belong to the Town at such time as the contractor no longer works for the Town. Pitkin estimated that a full setup of all the lights and hydraulics needed for a plow and sander would cost approximately \$20,000. The bill from Mahoney was over \$3,000 and Pitkin said it involved tracing back a lot of lighting and wiring issues.

The Board told Pitkin they wanted to look at how this is done. There was discussion about how much it costs for the conversions, and it is difficult to estimate the work involved at the start.

Selectmen agreed to revisit the setup and who is responsible for what so it is clear.

Selectmen disconnected from the Road Agent's call at 8:15 pm.

The Board decided to hold the bills out and not pay them without further discussion with the Road Agent about how much is related to the sander and plow installation and how much may be the contractor's responsibility.

St Germain will review the winter plow contracts, and it was requested that Carlson email the template out to all Board members.

Selectmen discussed their receipt of a complaint regarding an employee and will contact the employee to further discuss it and hear the employee's side of the story. That meeting could be set up after the Thanksgiving holiday.

Selectmen will ask the Interim Police Chief for updated copies of the Police policies.

2. Selectmen signed Land Use Change Tax forms each in the amount of \$2,142.85 for parcels 03-015.001.005 and 03-015.001.007 which transferred in October 2012.

3. There was some discussion about the Town's Emergency Operations Plan and the Selectmen's EOC Packet of information was distributed to Board members.

The Board meeting will be held on Tuesday November 20, 2012 at 4:00 pm for the signing of manifests. If necessary, this will be recessed to Wednesday morning November 21, 2012 to accommodate Board schedules. Carlson was asked to contact all Board members when the paperwork is ready for review and signature. The Board voted that two Selectmen reviewing and signing the manifest documents would be sufficient for release of checks for next week.

The Emergency management Director is scheduled for the School Board agenda on November 27, 2012 and St Germain will attend to represent the Selectmen (relative to the Sheltering Committee). Carlson will confirm with the SAU office the time of the meeting and get that to Board members for their information. (This was later confirmed to be at 6:30 pm on the School Board agenda for Tuesday November 27, 2012).

The next regular Board meeting will be held on Thursday November 29, 2012 at 6:00 pm.

With no further business to come before the Board, motion was made by Hunter and seconded by St Germain to adjourn the meeting at 8:50 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson
Town Administrator